

~~CONFIDENTIAL~~

4 December 1953

REPORT FOR THE WEEK OF 30 NOVEMBER - 4 DECEMBER

To: Director of Training

From: Management Training Division

Accomplishments

Commenced the first course in the Human Resources Program for the top management group in the Agency on Tuesday. There were nineteen individuals in this first group, including General Cabell, the IG, the Acting-DDA, five ADs, Mr. Helms and the Staff Chiefs from DDP, and equivalent staff personnel. The second course for top management personnel will be conducted after the first of the year; and subsequent Human Resources Program courses will be presented until all individuals in the Agency above the level of Deputy AD, and including all the Deputy ADs, have participated in the 4½ hour Human Resources Program basic supervisory training.

Plans

~~I have already received~~ *have been received* Requests from the Acting-DDA, the AD/SI, the AD/CI, and Commo for the development of the regular Human Resources Program presentations in their components as soon as possible. The Commo request is for a new group there, in addition to the four going at present. ✓

We are working pretty hard on the crystal ball in the Clerical Training Branch attempting the periodic estimate of probable numbers to be trained in the Orientation and Induction Sections during the next three-six months.

25X1 [] has completed her first survey of Refresher Section customers in preparation for the Clerical Training Institutes that will take place during January.

We plan to get out the announcement of the Management Course next week.

Chief, Management Training Division

~~CONFIDENTIAL~~